

WQSB Human Resources Department 18-19



COMMISSION SCOLAIRE
**WESTERN
QUÉBEC**
SCHOOL BOARD

Effective October 22nd, 2018

Who to Contact	Services Offered to Staff
<p>Terry Kharyati Director</p> <p>tkharyati@wqsb.qc.ca</p> <p>819-684-2336 ext. 1152</p>	<ul style="list-style-type: none"> • Collective Agreements / Negotiations • Discipline / Working Conditions / Exploratory Meetings • Entente Multisectorielle • Executive Human Resources, Educational Policies Committees • Labour Relations Committees – Teachers, Professionals and Support Staff • Probation / Performance Evaluations – Support Staff • Professional Improvement, Value Added Committees – Teachers • Professional Improvement Committee – Support Staff • Reclassification – Support Staff • Recruitment and Retention of Teachers • Requests for Leave of Absence / Partial Leave of Absence • Staffing Allocations • Student Teachers Placement • Teachers Evaluations • Wellbeing of WQSB staff / Health and Safety Committee
<p>Phil Bazinet Coordinator</p> <p>pbazinet@wqsb.qc.ca</p> <p>819-684-2336 ext. 1136</p>	<ul style="list-style-type: none"> • Bank of Annual Leave – Managers, Professionals • Deferred Sabbatical Leave • Disability / Ergonomics / Accommodations / EAP (Morneau Shepell) / RTW / PRTW • Equal Access to Employment / Postings • Executive Resolutions • Priority of Employment lists – Teachers • Recommendation for Hiring / Hiring Process / Staffing Book / Payroll
<p>Sylvie Monette Administration Technician</p> <p>smonette@wqsb.qc.ca</p> <p>819-684-2336 ext. 1160</p>	<ul style="list-style-type: none"> • Absences – Managers • Oversize Class Compensation • Pension / Pension Buy-Back • Recruitment and Retention of Teacher • Retirement / Progressive Retirement • Value Added
<p>Krystal Boutin Administration Technician</p> <p>kboutin@wqsb.qc.ca</p> <p>819-684-2336 ext. 1161</p>	<ul style="list-style-type: none"> • Accident Report / CNESST (work accident) / SAAQ (car accident) • Employee Assistance Program (Morneau Shepell) • Ergonomics / Accommodations • GoodLife Corporate Program • Probation / Performance Evaluations – Support Staff • Salary Insurance (Medical Leave) and Doctor's Note • Return to Work / Progressive Return to Work
<p>Mackenzie Kelly Office Agent Class I</p> <p>mkelly@wqsb.qc.ca</p> <p>819-684-2336 . 1158</p>	<ul style="list-style-type: none"> • Applications / Correspondence / hr@wqsb.qc.ca / jobs_emplois@wqsb.qc.ca • Confirmation of Employment Letter / Attestation of Experience Letter • CPR Training • Declaration of Judicial Records • Engagement Letters & Contracts • Executive Resolutions • Individual Information Sheets • Postings • Priority of Employment – Support Staff • Supply Teachers List / Volunteer List • Western Québec School Board Awards for Teaching Excellence

Name	Responsibilities
<p>Suzan Hunter Administration Technician shunter@wqsb.qc.ca 819-684-2336 ext. 1159</p>	<ul style="list-style-type: none"> • Application Brevet / Permit / Authorization / CEETC Exam (All Schools) • Maternity / Parental / Paternity / Preventative Withdrawal (All Schools) • Salary Classification Teachers – Attestation of Schooling & Experience (All Schools) • Payroll / School Support for Pay / New employee forms – Schools #1 • Record of Employments (ROE) – Schools #1 • Vacation Statements – Schools #1 <p>Schools #1:</p> <ul style="list-style-type: none"> ✓ Chelsea Elementary ✓ D’Arcy McGee High School / Symmes Junior High School ✓ Lord Aylmer Elementary School ✓ Namur Intermediate School ✓ Pierre Elliott Trudeau Elementary ✓ Queen Elizabeth Elementary ✓ St. Michael’s High School ✓ Western Québec Career Centre ✓ WQSB Office
<p>Matthew Queale Administration Technician mqueale@wqsb.qc.ca 819-684-2336 ext. 1139</p>	<ul style="list-style-type: none"> • Salary Classification Support Staff, Professionals – School & Experience (All Schools) • Seniority – Teachers, Professionals, Support Staff (All Schools) • Payroll / School Support for Pay / New employee forms – Schools #2 • Record of Employments (ROE) – Schools #2 • Vacation Statements – Schools #2 <p>Schools #2:</p> <ul style="list-style-type: none"> ✓ Buckingham Elementary ✓ Eardley Elementary ✓ Greater Gatineau Elementary ✓ Hull Adult Education Centre ✓ Maniwaki Woodland ✓ Noranda School ✓ Philemon Wright High School / Hadley Junior High School ✓ South Hull Elementary ✓ Wakefield Elementary
<p>Lorraine Mallette Administration Technician lmallette@wqsb.qc.ca 819-684-2336 ext. 1168</p>	<ul style="list-style-type: none"> • Insurances – Professionals, Management and Support Staff (SSQ) (All Schools) • Insurances – Teachers (Industrielle Alliance) (All Schools) • RRSP Transfers (All Schools) • T4 / Relevé 1 (All Schools) • Payroll / School Support for Pay / New employee forms – #3 • Record of Employments (ROE) – Schools #3 • Vacation Statements – Schools #3 <p>Schools #3:</p> <ul style="list-style-type: none"> ✓ Dr. S.E. McDowell Elementary ✓ Dr. Wilbert Keon School ✓ G.Theberge School ✓ Golden Valley School ✓ Maniwaki Adult Education & Vocational Training Centre ✓ Onslow Elementary ✓ Poltimore Elementary ✓ Pontiac Continuing Education Centre ✓ Pontiac High School ✓ St. John’s Elementary ✓ Vald’Or Continuing Education & Community Learning Centre